

Project SEARCH Shaw Intern Selection Rubric Guide



Applicant name _____

Date Completed _____ Completed By _____

TOTAL SCORE: (out of a possible 70): _____

Criteria	1	2	3	4	5
Commitment to Community Employment	Applicant is unsure of interest in community employment	Applicant is unsure of interest in community employment but family is supportive and encouraging	Applicant demonstrates commitment to work but has significant restrictions such as inappropriate work goal, location, type of work, etc.	One member of the team, applicant or family member may be non-committal to the goal of community employment	Applicant and family are committed, appropriate and will be flexible to meet the work goal
Attendance	10+ unexcused absences	10+ excused and unexcused absences or tardies within the past school year	5-10 excused and unexcused absences or tardies within the past school year	1-5 excused absences or tardies within the past school year	No absences or tardies within the past school year
Independent Daily Living and Self Care Skills	Applicant has very poor or no independent daily living and self care skills. They may rely on family and	Applicant has not been exposed to any daily living skills training but displays some skills in these	Applicant has participated in limited or informal training for daily living and self care skills. S/he can	Through training, the student demonstrates basic proficiency in daily living skills and self care skills. Self care skills include	Applicant practices and demonstrates daily living and self care skills such as cooking, sleeping, budgeting, handling money, and is also

	staff for some basic needs to be met	areas and in self care. Team should begin planning for training/practice in these areas	demonstrate minimal skills in these areas. If toileting and feeding are still dependent, team could investigate accommodations	toileting, feeding, taking medication, bathing, etc.	able to take care of self care needs independently
Transportation	Applicant is not eligible, has been trained in any independent method and family does not have the resources to provide transportation	Family is willing to provide on-going transportation to the Project SEARCH and/or community work site	Applicant is eligible for transportation from outside resources like Whitfield Transit.	Applicant can utilize public transportation including a door-to-door system with basic skills	Applicant can utilize public transportation and/or a door-to-door system as well as other transportation options (calling a cab, etc.)
Interpersonal Communication	Applicant has no grasp of interpersonal relationships	Applicant uses appropriate body language (smiles, waves, etc.) but does not engage in appropriate conversation	Applicant engages in some conversation when prompted	Applicant engages in conversation independently but the topic is inappropriate	Applicant uses appropriate tone of voice, body language and conversation topics
Verbal Communication	Applicant has no way of clearly communicating with others	Applicant is not fluent or easily understood even with assistive technology or support	Applicant can be understood with 1-2 repetitions or when asked to speak more clearly	Applicant uses a voice box or other assistive technology to communicate and is understood using these tools	Applicant has the ability to communicate with all others and be understood easily

Problem Solving and Conflict resolution	Applicant has no independent problem solving and conflict resolution skills	Applicant has difficulty in problem solving and conflict resolution skills	Applicant has demonstrated capacity to expand problem solving and conflict resolution skills	Applicant possesses good problem solving skills	Applicant possesses good problem solving skills and initiates problem solving independently
Physical Ability ■ Mobility ■ Stamina	Applicant has limited physical abilities as well as limited capacity to take care of own personal needs	Applicant has the mobility and stamina to perform some of the tasks including personal needs with limitations	Applicant has low but improving mobility and stamina and ability to take care of own personal self-care needs	Applicant has the mobility and stamina to perform all tasks with accommodations: i.e. A cart to help transport mailings or a wheelchair/scooter for mobility. The student has developed strategies to take care of own personal needs with limited assistance	Applicant has the ability, mobility and stamina to perform all tasks including self care independently and successfully
Pace and Work Quality	Applicant seldom gets work finished in allotted time period or by deadline	Applicant is methodical which affects pace, productivity and output	Applicant can achieve appropriate work pace but quality suffers or work quality is	Pace and quality of work are mildly deficient but improving and work is neat	Applicant is able to achieve both quality and quantity of work, maintains neatness/organization and completes work

			sufficient but quantity is affected		according to deadlines
Employability Skills	Applicant has not been exposed to any employability training	Applicant has participated in limited or informal employability training	Applicant has had one year or a consistent class devoted to employability skills	Applicant has had more than one year of employability skills training	Applicant demonstrates independent living skills and has 2 or more years of employability training
Prior Work Experience	No prior work experience	One or more in-school work experience	Volunteer or paid enclave work experience	One or less years of competitive work experience	More than one year or multiple competitive work experiences
Academic Skills	Cannot read nor do any simple math computations	Some basic academic skills such as rote counting and can file using two to three digits with numbers or letters	Can read simple functional information and can perform simple math computations (with or without a calculator)	Can read and comprehend material at or above a 2 nd grade level, can tell time with a clock or analog watch to five minutes and count money/make change	All academic skills are above a 4 th grade level
Computer Skills	No computer skills	Basic knowledge of keyboard and keyboard functions	Can access internet, utilize search engines for information and for entertainment	Can utilize some Microsoft products at a beginner level	Can utilize Microsoft products, can save, edit and retrieve documents, with basic proficiency
Timeline	Application late and lacking required documentation	Application received late with some of the required	Application received according to the established	Application is complete with all documentation but received after the	Application received according to the established timeline with all required

		documentation	timeline but missing some required documentation	timeline deadline	documentation
				TOTAL SCORE	

Additional Notes: